

VENDOR'S

GUIDE



HOW TO DO BUSINESS WITH THE COUNTY OF ROANOKE

**Roanoke County Finance Department/Purchasing Division
5204 Bernard Drive, Suite 300F Roanoke, Virginia 24018
Ph. (540) 772-2061**

Revision Date: 7/06



We appreciate your interest in doing business with the County of Roanoke, Virginia. Roanoke County Purchasing is a division of the Department of Finance and is authorized through the Roanoke County Purchasing Code to conduct purchasing transactions of goods, services, construction and professional services for the County of Roanoke and also for the Roanoke County Public Schools with the exception of construction

The goal of Roanoke County Purchasing is to make the purchasing process as competitive and objective as possible, while striving to promote high standards for all business relationships. Our objectives are to obtain, on a timely basis, quality products and services as economically as possible as well as to satisfy the specific needs of our various operating departments. Also, we endeavor to assure that the taxpayers receive the maximum value for each dollar expended. In all purchasing transactions, we expect that all terms and conditions agreed upon will be strictly adhered to by all parties.

Roanoke County Purchasing operates in accordance with all federal, state, and county regulations and laws pertaining to public purchasing. Consequently, the County seeks to stimulate competitive bidding (or competitive negotiations as applicable) and to provide all interested vendors and/or contractors with an opportunity to offer their products and/or services to the County of Roanoke.

The County welcomes all qualified companies as potential bidders or offerors, supports equal opportunity in employment and purchasing practices and solicits participation from small business, minority and women-owned businesses. The County of Roanoke shall not discriminate because of the race, religion, color, sex, national origin, age, disability of the bidder or offeror or any other basis prohibited by state law.

This Vendor's Guide has been prepared to assist you in understanding the Roanoke County procurement policies and practices and assist you in how to do business with the County.

Prepared by Roanoke County Purchasing Division

Location and Business Hours

Roanoke County Purchasing is located on the third floor in Suite 300F of the Roanoke County Administration Building, 5204 Bernard Drive SW, Roanoke, Virginia 24018.

The phone number is: (540) 772-2061

Fax: (540) 772-2074

Website: <http://www.roanokecountyva.gov>

Mailing Address:

Roanoke County Finance Department- Purchasing Division
P. O. Box 29800
Roanoke, VA 24018-0798

Office Hours:

Monday – Friday 8:00 a.m. – 5:00 p.m.

Purchasing Staff

The Purchasing staff is assigned various departments and selected specialty commodities. The following is a listing of the staff and their contact information:

Don Karnes, Construction and Special Projects Specialist

Ph. (540) 772-2061, Ext. 305 or email: dkarnes@roanokecountyva.gov

Large Construction, Special Projects, and Surplus Property

Patricia P. Chockley, Purchasing Supervisor

Ph. (540) 772-2061, Ext. 307 or email: pchockley@roanokecountyva.gov

General supervision of Purchasing Division staff, Policy and Procedures Development and Revisions, Budget, Small Projects, General Buyer for Public Safety Departments, and purchase of software systems.

Kay S. Johnston, CPPB, Buyer

Ph. (540) 772-2061, Ext. 306 or email: kjohnston@roanokecountyva.gov

General Buyer for all Roanoke County Schools, County Administrative Departments, and various other County departments. Policy and software system training, furniture and office equipment.

Marcha K. Powell, Buyer

Ph. (540) 772-2061, Ext. 308 or email: mpowell@roanokecountyva.gov

General Buyer for Parks, Recreation, and Tourism, General Services, Communications, Information Technology, and various other County Departments. Vehicles, computer, printers, and copier equipment.

Jan Killgore, Program Support Specialist

Ph. (540) 772-2061, Ext. 311 or email: killgore@roanokecountyva.gov

Contract Administration, Purchase Card Administration, Software System Testing and Training.,
Purchasing Website and General Buyer for Libraries, Purchasing Division, and Roanoke Valley
Television (RVTV).

Ellen Agner, Office Support Specialist

Ph. (540) 772-2061, Ext. 310 or email: eagner@roanokecountyva.gov

To request copies of bids/proposals, vendor registration, and to obtain tax exemption (ST-12)
certificates.

Chris Boone, Courier

Ph. (540) 772-2061

Ethics

Roanoke County Personnel subscribe to and support a high level of ethical and moral conduct as detailed in the Roanoke County Purchasing Code and the Virginia Public Procurement Act. Acceptance of gifts or gratuities is prohibited by government purchasing ethics.

Applications for Vendors, Bidders and Professional Services

To become a potential new vendor with the County of Roanoke, complete a vendor application at Roanoke County Purchasing or by completing an on-line vendor application form through our website address: <http://www.roanokecountyva.gov/departments/purchasing>. The Purchasing Division maintains a vendor listing for all commodities needed by the County. All qualified registered vendors will be placed on the mailing list and considered for solicitations for which they are qualified. Although every attempt is made, the placement on the vendor listing does not guarantee receipt of a notification of every formal solicitation by the County. It is the vendor's responsibility to check the public notices posted by the Purchasing Division.

It is the vendor's responsibility to keep their application current and to notify the Purchasing Division when changes occur regarding the line of products or services offered, address change, phone and fax number change, or change in firm ownership. Failing to do so, may result in the firm being missed for a solicitation.

eVA

The Roanoke County Purchasing Division utilizes the State's electronic purchasing system (eVA) whenever possible thereby adding many additional non-traditional vendors to the bidder's listing. The County also benefits from volume purchasing through the usage of state contracts. Vendors may register for the State's system through a link from our Roanoke County Purchasing website or by going to <http://www.eva.state.va.us>.

Vendor Debarment

Roanoke County Board of Supervisors may debar bidders from contracting for particular types of goods, services, insurance or construction as authorized by Virginia Public Procurement Act (VPPA) §2.2-4321.

The causes or grounds for debarment include the following:

1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
2. Conviction under state and federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a county contractor.
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals.
4. Violation of contract provisions, as set forth below, of a character which is regarded by the board of supervisors to be so serious as to justify debarment action:
 - a. Deliberate failure, without good cause, to perform in accordance with the specifications or within the time limit provided in the contract; or
 - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment.
5. Any other cause the board of supervisors determines to be so serious and compelling as to affect responsibility as a county contractor, including debarment by another governmental entity for any cause and violation of the ethical standards set forth in this chapter. (Ord. No. 3350, § 2-45, 12-14-82)

Contractor Registration (License)

The State statutes and regulatory agencies require that some contractors be properly registered and licensed, or hold a permit, prior to performing specific types of service. It is the contractor's responsibility to comply with all local, state, and federal rules, regulations, and ordinances. If an unlicensed supplier submits a bid or offer when a license is required, that supplier may be considered non-responsive. A supplier bidding on construction, demolition, repair, or improvements to facilities must be registered contractors with the Virginia Department of Professional and Occupational Regulation in accordance with the Code of Virginia, Title 54.1, Chapter 11, as follows:

If a procurement of \$1,000 or more involves construction, removal, repair, or improvement of any building or structure permanently annexed to real property or any other improvement to such real property, the contractor must possess one of the following licenses issued by the Virginia State Board of Contractors for the type of work involved prior to submitting a bid or proposal (Code of Virginia, 54.1-1103 and 54.1-1115):

- Class C - Single project less than \$7,500 with an aggregate annual total of \$150,000. Note: Class C contractors shall not include electrical, plumbing, heating, ventilation, and air condition (HVAC) contractors.
- Class B – Single project less than \$120,000 with an aggregate annual total of \$750,000
- Class A - No limitation on contract size

All nonresident contractors and subcontractors submitting bids or proposals on the above work who are not registered with the Virginia Department of Professional and Occupational Regulation shall register with the Department of Labor and Industry under the provisions of Code of Virginia § 40.1-30. The website address is www.dpor.virginia.gov or to request an application you can call 1-804-367-8511.

Unauthorized Purchases

Except as otherwise provided no county official, elected or appointed, and no county employee shall purchase or contract for any goods, services, insurance or construction other than by and through the purchasing system, and any purchase order or contract made contrary to the provisions of this section is void and the County shall not be bound thereby. Roanoke County Purchasing Code Section 17.

Purchasing Procedures

Goods/Services Less than \$2,500 – Individual County Departments have the authority to make direct purchases after obtaining one documented quote. Competition is encouraged whenever possible.

Goods/Services/Construction Over \$2,500 to \$10,000 – In order to get the best price, whenever possible, telephone price quotations from at least three vendors will be obtained. Some of our County and/or County School Departments have “Delegation of Purchasing Authority” up to \$10,000.00. This authority authorizes them to obtain the minimum of three quotations and place their own order. This authority is authorized by the Purchasing Division and is audited for compliance.

Professional Services Over \$10,000 to \$30,000 – The Department of Finance – Purchasing Division will obtain a minimum of four (4) written price quotations to obtain the best price. An informal Request for Quotation (RFQ) will be used for this process.

Goods/Services/Construction (Non Professional) Over \$10,000 to \$50,000 – The Department of Finance – Purchasing Division will obtain a minimum of four (4) written price quotations to obtain the best price. An informal Request for Quotation (RFQ) will be used for this process.

Goods/Services/Construction Over \$50,000 – (over \$30,000 for Professional Services). The Department of Finance-Purchasing Division will solicit competitive formal sealed bids by

sending out either an Invitation for Bid (IFB) or a Request for Proposals (RFP). All formal solicitations are posted in the Purchasing Division on the bulletin board, website, and published in the local newspaper. The regular posting day is Tuesday; however, there may occasionally be postings on other days as necessary. Registered vendors will receive notification of formal solicitations for the item or services they have registered for on the application. In addition to downloading from the website, vendors may also receive a printed copy by contacting the Purchasing Division at (540) 561-2061.

Sole-Source Purchases – Upon the written determination that there is only one (1) source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiations by the Purchasing Division.

Emergency Purchases – When an emergency purchase is required, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances.

Division of Contracts

Any contract not exceeding fifty thousand dollars (\$50,000.00) may be made in accordance with small purchase procedures; provided, however, that contract requirements shall not be artificially divided so as to constitute a small purchase under this division; and provided further that all procurements exceeding \$50,000 shall require specific award by the governing body as made and provided by law.

Purchasing Card

The County of Roanoke currently has contracted with Suntrust for a Visa® Purchasing Card which Departments can use for “small dollar” purchase transactions. Each department director is responsible for all cards issued to the department. The County of Roanoke encourages our potential vendors to accept this card for payment whenever possible.

Notice of Award

Award Notices are posted on the Purchasing bulletin board, on the Purchasing website, and automatically sent to all responding bidders or offerors for the project. These notices are sent out after the County or County Schools have evaluated each eligible bid or proposal and a decision to award is made based on what is in the best interest of the County or County Schools. A copy may also be requested by contacting the Purchasing Division at (540) 772-2061.

Public Inspection of Records

Vendors have public inspection to the Purchasing records per the following:

- a. Except as otherwise provided herein, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen or any interested person, in accordance with the Virginia Freedom of Information Act. Cost estimates relating to a proposed transaction prepared by or for the county shall not be open to public inspection. Any bidder or offeror, upon request, shall be afforded the opportunity to inspect bid and proposal records within a reasonable time after the opening of all bids but prior to award, except in the event that the county decides not to accept any of the bids. Otherwise, bid and proposal records shall be open to public inspection only after award of the contract.
- b. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this provision prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

State law references: Similar provisions, Code of Virginia, §2.2-4342 and §2.2-3700 et seq. of the Freedom of Information ACT.

Protest

Protest of award or decision to award per Virginia Public Procurement Act (VPPA) §2.2-4360:.

- a. Any bidder or offeror may protest the award of, or decision to award, a contract by submitting such protest, in writing, to the purchasing agent no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. No protest shall lie for a claim that the selected bidder or offeror is not a responsible bidder or offeror. The written protest shall include the basis for the protest and the relief sought. The board of supervisors shall issue a decision, in writing, within ten (10) days, stating the reasons for the action taken. This decision shall be final, unless the bidder or offeror institutes legal action.
- b. If, prior to an award, it is determined, by the board of supervisors, that the decision to award is arbitrary or capricious, then the sole relief shall be a finding to that effect. The purchasing agent shall cancel the proposed award or revise it to comply with the law. If, after an award, it is determined that an award of a contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. Where the award has been made, but performance has not begun, the performance of the contract may be terminated. Where the award has been

made and the performance has begun, the board of supervisors may declare the contract void upon a finding that this action is in the best interest of the public. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.

- c. Where the board of supervisors determines, after a hearing held following reasonable notice to all bidders, that there is probable cause to believe that a decision to award was based on fraud or corruption or on an act in violation of article V of this chapter, the board may revoke and avoid the award of the contract to a particular bidder.

Delivery

Unless otherwise indicated, all items shall be delivered F.O.B. with destination and delivery charges included in the bid price. F.O.B. destination means unloading and placing in the building or area as directed by the County. Time is of the essence for delivery of items. If delivery is not made at the time specified on the Invitation to Bid form, the County reserves the right to impose forfeiture on any and all bonds or other security given for performance; to cancel the order or any part thereof without obligation; to declare the sell in default; and to disqualify the seller from bidding on future County contracts.

Payment Procedures

After delivery of the goods or services, the vendor must prepare and submit an original detailed itemized invoice in duplicate to:

County of Roanoke
(Name of ordering dept)
P. O. Box 29800
Roanoke VA 24018-0798

OR

Roanoke County Schools
(Name of ordering dept.)
5937 Cove Road
Roanoke VA 24019

All invoices must bear the purchase order number or contract number and the ship to address or invoices may be returned with subsequent delay in payment. Payment will be made based on the terms of the order or contract upon approval and notification of receipt by the authorized department.

Taxes

The County of Roanoke and the Roanoke County Schools are exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption.

Upon request, the Purchasing Division will furnish a Tax Exemption Certificate (Form ST-12). To request the certificate please call (540) 772-2061.

Surplus Property

The Purchasing Division has been delegated the responsibility to sell, transfer, trade, or otherwise dispose of all materials, supplies, equipment or other personal property (excluding land and buildings) of the County or Roanoke County Schools which has become obsolete or unusable. All sales of property shall be accomplished by the means of either (1) competitive bids, (2) public auction, (3) firm price offered to all persons wishing to participate in the sale or (4) negotiated sale to other units of local governments.

The County of Roanoke and the Roanoke County Schools place vehicles and large equipment for sell to the public through an on-line auction service which can be reached through a link from our Purchasing website: The County may hold auctions as needed to sell its used equipment or property. The auctions are open to the public. The date, time and place that the auctions will be held are advertised in the newspaper and on the Purchasing Division's web page. Please call the Department of Finance-Purchasing Division for more information.